



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



ESSD-RM-2025-328

Regional Memorandum
No. 328 S. 2025

30 April 2025

**25TH GAWAD KALASAG SEAL AND SPECIAL AWARDS FOR
EXCELLENCE IN DISASTER RISK REDUCTION
AND MANAGEMENT AND HUMANITARIAN
ASSISTANCE CY 2025**

To **Schools Division Superintendents**

1. In reference to the communications from the Regional Disaster Risk Reduction and Management Council CALABARZON¹, this Office, through the Education Support Services Division, is pleased to announce the call for entries for the 25th Gawad Kalasag Seal and Special Awards for Disaster Risk Reduction and Management and Humanitarian Assistance for CY 2025.
2. This initiative focuses on recognizing the schools' efforts in establishing a disaster-resilient and learner-friendly environment. Interested parties should coordinate with their Division DRRM Coordinators.
3. A Regional Orientation for the said event will be conducted on May 2, 2025, 9:00 AM to 2:00 PM via Zoom with meeting ID: 810 8000 5086, and passcode: GK-CY2025.
4. The following guidelines apply:
 - a) Each School Division Office shall submit one (1) entry from secondary schools and one (1) entry from elementary schools on or before June 5, 2025.
 - b) Entries must follow the style and guidelines attached to this announcement.
 - c) The Schools Division Superintendent must endorse the e-copy on or before May 9, 2025, until 12:00 NN through email: ocd.rdrmc4a@yahoo.com, and hardbound entries along with the checklist before June 5, 2025 to the Office of the Civil Defense CALABARZON at Units 301 & 302, 3rd Floor, Milan Prestige Building, Barangay Halang, Calamba City, Laguna.

¹ Guidelines for the Gawad Kalasag (GK) Seal and Special Awards for Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance

- Regional Orientation for the Gawad Kalasag (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance
- Commencement and Call for Entries for 25th Gawad Kalasag (GK) Seal and Special Awards for Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
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Certificate No. PHP QMS
22 93 0085

5. For more details, contact Eduarda M. Zapanta, Chief of the Education Support Services Division, and Wilbert C. Ulpindo, PDO II – Disaster Risk Reduction and Management at essd.calabarzon@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


LOIDA N. NIDEA
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

cc: 03/ROE2/ROETMJ



REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
CALABARZON

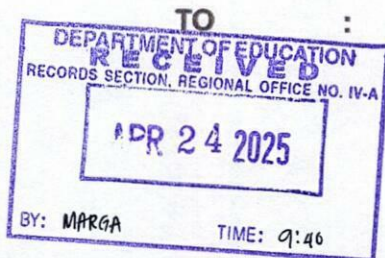
UNITS 301 & 302, MILAN PRESTIGE BLDG., BRGY. HALANG, CALAMBA CITY, LAGUNA



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MEMORANDUM

No. 51 s. 2025



TO : REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL CALABARZON MEMBER-AGENCIES

CHAIRPERSONS, PROVINCIAL / CITY / MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS IN THE PROVINCES OF CAVITE, LAGUNA, BATANGAS, RIZAL, AND QUEZON

SUBJECT : GUIDELINES FOR THE GAWAD KALASAG (GK) SEAL AND SPECIAL AWARDS FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) AND HUMANITARIAN ASSISTANCE

DATE : 22 APRIL 2025

1. Reference is made to the attached National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 3 s. 2025 dated 11 April 2025 with the subject, "Guidelines for the Gawad KALASAG (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance".
2. This CY 2025, the GK will cover eight (8) major categories, as follows:
 - a. GK Seal for Local DRRM Councils and Offices (LDRRMCO)
 - b. GK Special Awards for Civil Society Organizations
 - c. GK Special Awards for Emergency Management and Response Teams
 - d. GK Special Awards for Special Awards
 - e. GK Special Awards for Schools
 - f. GK Special Awards for Private Organizations
 - g. GK Special Recognitions
 - h. Hall of Fame Awardees
3. For the GK Seal, assessment of all Provincial, City, and Municipal DRRM Councils and Offices is mandatory. Meanwhile, GK Special Awards shall be on application or endorsement basis.

The coverage for this year's GK Seal and Special Awards assessment are the accomplishments of CY 2024.

4. Separate memoranda for the conduct of the Regional GK Orientation and for the commencement of the call for entries will be released accordingly.

Telephone Nos: (049) 834-4244 / (049) 531-7266 / (049) 531-7279
Mobile Nos: SMART 0908-889-8948 / GLOBE 0917-809-3903 | Email: ocd.rdrmc4a@yahoo.com / region4a@ocd.gov.ph

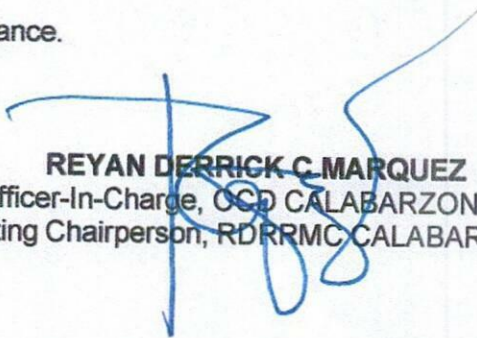
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BY: *[Signature]* 1:49 PM

5. For any queries and/or clarifications, you may contact the following Regional GK Focal Persons through email at: calabarzon.gawadkalasag@gmail.com or mobile:

NAME	CONTACT NUMBER
Mr Kelvin John H Reyes	0967-267-1208
Ms Juvy Grace D Abarquez	0992-763-2174
Mr Romnick P Bueno	0992-763-2177
Ms Jeezrel T Maraya	0939-825-6884

For information, guidance, and compliance.


REYAN DERRICK C. MARQUEZ
Officer-In-Charge, OCD CALABARZON and
Acting Chairperson, RDRMC CALABARZON



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
National Disaster Risk Reduction and Management Center, Camp Aguinaldo, Quezon City, Philippines

MEMORANDUM CIRCULAR
No. 3, s. 2025

APR 11 2025

TO : Members, National Disaster Risk Reduction and Management Council (NDRRMC);
Chairpersons, Regional DRRMCs;
Metro Manila DRRMC;
Bangsamoro Autonomous Region in Muslim Mindanao DRRMC;
Provinces/Cities/Municipalities DRRMCs; and
Other Concerned Offices

SUBJECT : Guidelines for the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance

Gawad KALASAG
(KAlamidad at Sakuna LABanan, SARiling Galing ang Kaligtasan)

BACKGROUND

Established in 1998, the Gawad KALASAG (GK) Search for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance has served as the country's recognition and award scheme for various stakeholders who promote and implement disaster risk reduction and management, climate change adaptation (DRRM-CCA), and humanitarian assistance programs that protect and shield high-risk communities against extreme hazards and render them more capable of addressing their vulnerabilities. It was aimed as a mechanism to obtain sustained commitment and support by recognizing the exceptional contributions of DRRM practitioners in strengthening the resilience and adaptive capacities of various aspects of society and communities to disaster risks.

Based on past experiences and lessons learned, the Gawad KALASAG program was transformed into the Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance and adopted a mandatory assessment of all Local Government Units, specifically Provinces, Cities, and Municipalities (PCM); and continued competition for critical institutions (Schools and Hospitals), Civil Society Organizations (CSOs); and special recognition for individuals and organizations.

The GK will cover the following: (1) GK Seal for Local DRRM Councils and Offices; GK Special Awards for (2) Best Civil Society Organizations, (3) Best People's Organization, (4) Best Volunteer Organization; (5) Best Higher Education Institution; (6) Best Private Organization; (7) Best Government Emergency Management and



Response Team (GEMs); (8) Best Hospital; (9) Best School; (10) GK Special Recognition for Individuals and Organizations; and (11) Heroic Act for Individuals and Groups.

I. RATIONALE

Since the GK implementation in 1998, its assessment guidelines have evolved based on the actual situation on the ground. The GK Seal for Local DRRM Councils and Offices (LDRRMCs) serves as an assessment mechanism for all Local Government Units as they implement the mandatory provisions of Sections 11 and 12 of Republic Act No. 10121, specifically on the institutionalization of their Local DRRM Councils (LDRRMCs) and Local DRRM Offices (LDRRMOs), including other policy issuances such as the reporting on the allocation and utilization of the Local DRRM Fund (LDRRMF).

Further, the transformation of the GK Search into GK Seal provides the platform for convergence and enhancement of the DRRM localization programs, projects, and strategies under the Office of Civil Defense, such as the Review of Local DRRM Plans (LDRRMPs), the assessment of LDRRMCs, assessment, and monitoring of LDRRMF Utilization. With the mandatory assessment, the challenges and gaps in the implementation of the LDRRM Plan of each Local Government Unit (LGU), and activities to address DRRM-CCA needs and priorities of LDRRM officers and staff, as well as LDRRMC members, can be identified.

On the other hand, the assessment of other critical institutions (Schools, Hospitals, etc.) further strengthens the institutionalization of the standards, thereby preventing disasters and minimizing disaster risks.

Moreover, the GK Special Awards recognizes and acknowledges the outstanding contribution of partners and institutions such as Hospitals, Schools, Civil Society Organizations, People's Organizations, Volunteer Organizations, Private Organizations, GEMS, as well as groups and individuals.

As the GK Seal and Special Awards seek to strengthen disaster resilience through a "whole-of-society" approach, it also ensures inclusivity, generating wider and greater participation, as well as equal opportunity for all stakeholders in the promotion and sustainability of DRR-CCA innovations and best practices.

II. PURPOSE

This Memorandum Circular is issued to prescribe the guidelines on the criteria (requirements/qualifications), procedures (phases/steps), and processes (assessment/selection/evaluation process), including the timelines for the implementation of Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance. Specifically, the Guidelines provide the following:

- a. Mechanisms for the mandatory assessment of Local DRRM Councils and Offices of Provinces, Cities, and Municipalities under the GK Seal for LDRRMCO Category;

- b. Procedure on the application or endorsement-based assessment of institutions, organizations, individuals, and groups for the GK Special Awards;
- c. Composition of the Regional and National Validation/Selection Committee and the National Gawad KALASAG Committee prescribing their respective roles and responsibilities;
- d. Redress mechanism to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries;
- e. Logistical and Administrative arrangements for the conduct of GK; and
- f. Information on the necessary logistical and documentary requirements for the assessment of LGUs for the LDRRMC Category and the selection of awardees for the GK Special Awards Categories.

III. CATEGORIES OF AWARDS AND INCENTIVES

The GK Seal and Special Awards Categories and the respective incentives are as follows:

AWARDEES		INCENTIVES
GK Seal for Local DRRM Councils and Offices	1. Local DRRM Councils and Offices:	Plaque of Recognition: GK Seal of Excellence
	a. Provinces;	Beyond Compliant: Gold Plaque
	b. Highly Urbanized Cities;	
	c. Independent Component Cities;	Fully Compliant: Silver Plaque
	d. Component Cities;	
GK Special Awards for Civil Society Organizations	e. 1st to 3rd Class Municipalities;	Top 1 LGU per Classification: Php500,000.00
	f. 4th to 6th Class Municipalities	
	2. Volunteer Organizations (Emergency Response)	Top Awardee: Plaque plus Php300,000.00
GK Special Awards for Government Emergency Management and Response Teams	3. People's Organizations	Top 2 & 3: Plaque plus Php100,000.00
	4. Civil Society Organizations	
GK Special Awards for Government Emergency Management and Response Teams	5. Basic Local Government Emergency Management and Response Team (GEMs) for 2 nd to 6 th Class Municipalities	Top Awardee: Plaque plus Php300,000.00
	6. Advance Local Government Emergency Management and Response Teams (GEMs) for Provinces, Cities, and 1 st Class Municipalities	Top 2 & 3: Plaque plus Php100,000.00
GK Special Awards for Hospitals	7. National Government Hospitals	Top Awardee: Plaque plus Php300,000.00
	8. Local Government Hospitals	Top 2 & 3: Plaque plus Php100,000.00
	9. Private Hospitals	Top Awardee: Plaque plus Php100,000.00

		Top 2 & 3: Plaque plus Php50,000.00
GK Special Awards for Schools	10. Higher Education Institution	Top Awardee: Plaque plus Php300,000.00
	11. Public Elementary Schools	
	12. Public High Schools	Top 2 & 3: Plaque plus Php100,000.00
GK Special Awards for Private Organizations	13. Private Organizations (Business/Corporate)	Top Awardee: Plaque plus Php100,000.00 Top 2 & 3: Plaque plus Php50,000.00
GK Special Recognitions	14. Heroic Act (Individual/Group Living)	Plaque of Recognition with cash incentives
	15. Heroic Act (Individual/Group Posthumous)	
	16. Special Recognition for Individuals 17. Special Recognition for Organizations	Plaque of Recognition
Hall of Fame Awardees	Three (3) consecutive years awardees of the GK Special Award Categories shall be recognized as Hall of Fame Awardee	Hall of Fame Plaque

For the Heroic Act Category (Individual Living, Group Living, Individual Posthumous, Group Posthumous), a maximum of three (3) awardees may be awarded Php50,000.00 each. However, should there be more than three awardees, the maximum amount allowable for the said category shall be divided equally among the awardees.

Special Recognition awardees shall receive plaques of recognition for their DRRM acts, efforts, and initiatives.

The Hall of Fame Awardees may again join after three (3) years from receipt of said award.

All cash incentives are subject to a twenty percent (20%) final tax and to government accounting, auditing, and regulatory rules and regulations.

IV. APPLICATION AND SELECTION PROCESS

Mandatory assessment of all LDRRMCOs of 1,724 LGUs in the country shall be conducted while all barangay DRRM committees are excluded from the LDRRMCO assessment until a subsequent policy or guidelines are issued for their inclusion. The Special Awards for other categories shall be on an application or endorsement basis.

The coverage for the GK Seal and Special Awards assessment will be the accomplishments of the preceding year.

The following assessment process shall be conducted for the Gawad KALASAG Seal for Local DRRM Councils and Offices Category:

1. Joint Orientation on the GK Guidelines and Assessment Tool for the GK Regional Focal Persons, National and Regional Validation Committee;
2. Regional Orientation and coaching Session on the GK Guidelines and Assessment Tool for the LGUs;
3. Self-Assessment of the LGUs and submission of entries to OCD Ros;
4. LDRRMCO Evaluation (Desk and/or Field Validation);
5. Submission of Accomplishment Report to the National GK Secretariat;
6. National Field Validation;
7. Final Deliberation and Joint Plenary Session;
8. Gawad KALASAG Seal National Awarding Ceremony

On the other hand, for the Gawad KALASAG Special Awards Categories, the following selection process activities shall be conducted:

1. Joint Orientation on GK Guidelines and Checklists for the GK Regional Focal Persons, Regional and National Selection Committee;
2. Call for Entries;
3. Regional Selection (Desk Evaluation, Field Validation, and Deliberation);
4. National Desk Evaluation
5. National Field Validation
6. Final Deliberation of Awardees and Joint Plenary Session
7. Gawad KALASAG Special Awards National Awarding Ceremony

The implementation of these activities will employ the following methodologies:

A. Gawad KALASAG Seal for Local DRRM Councils and Offices

A.1 Joint Orientation on GK Guidelines and Assessment Tool for the GK Regional Focal Persons, National and Regional Validation Committee

This is a three-day activity to orient the GK Regional Focal Persons and Regional and National Validation Committee on the new GK Guidelines, including the LDRRMCO Assessment Tool. This activity will also include further discussions on the strategies, timelines, and action plans to ensure the smooth implementation of the GK Seal.

This will be conducted in a hybrid format.

A.2 Regional Orientation on the GK Guidelines and Assessment Tool for the LGUs

The OCDROs will conduct the Regional Orientation on the new GK Guidelines, including the LDRRMCO Assessment toolkit for the LGUS in their respective areas of responsibility.

A.3 Self-Assessment of LGUs

The LGUs, through the LDRRMOs, prior to the conduct of the actual assessment, shall perform an honest appraisal of their respective

LDRRMCOs through a self-assessment rating using the prescribed LDRRMCO Assessment Tool. The LGUs are also encouraged to maximize the Remarks Column to support their self-assessment rating.

The LGUs shall accomplish the said tool and attach the necessary documents as means of verification (MOV) in the prescribed format, including a duly accomplished and notarized Omnibus Sworn Statement (OSS), and submit them to their respective OCD Regional Offices through e-mail or courier. Submission shall be no later than the prescribed deadline set by the OCD.

The OCD Regional Offices shall issue a Certificate of Participation to all LGUs who have complied with the submission of the said documents within the prescribed timeline. A sample certificate of participation is attached in **Annex A**.

LGUs who fail to submit any of the necessary documents shall be disqualified from the assessment.

A.4 LDRRMCO Desk Evaluation

The Regional Validation Committee (RVC), composed of OCD Regional Offices and other members of Regional DRRMCs, shall conduct a desk review of all submitted accomplished LDRRMCO Assessment toolkits, Omnibus Sworn Statements, as well as all the evidentiary documents attached as MOVs. Thereafter, the RVC shall validate these documents.

Additional MOVs may be permitted at the discretion of the RVC prior to the endorsement by the OCD Regional Office to the OCD Central Office.

Whenever necessary, OCD Regional Offices may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions.

Out of all LGU passers, only the Top 3 Beyond Compliant rating LGUs per classification shall be subjected to national-level field validation:

- a. Provinces;
- b. Highly Urbanized Cities;
- c. Independent Component Cities;
- d. Component Cities;
- e. 1st to 3rd Class Municipalities; and
- f. 4th to 6th Class Municipalities.

In case of a tie, qualified additional LGUs shall also be endorsed for the national-level field validation.

Results of the regional validation shall remain confidential in adherence to the accomplished non-disclosure agreement. Strictly, no feedback/comments/remarks on the ratings/results after the desk evaluation and field validation shall be provided/entertained. Official results will be issued by the OCD Central Office after the deliberation of the

National Validation Committee (NVC) with the concurrence of the National Gawad KALASAG Committee (NGKC).

A.4.1 LDRRMCO Minimum Requirements

All Local Government Units shall be assessed by the Regional Validation Committee. However, the absence of any of the following minimum requirements shall be disqualified for the Gawad KALASAG Seal for LDRRMCO:

- a. Established and Organized Local Disaster Risk Reduction and Management Council/s;
- b. Membership of non-state stakeholders in the LDRRMCs 4 CSO, and 1 Private Sector;
- c. Established LDRRM Office;
- d. Permanent and functional LDRRM Officer Compliant to the JMC 2014-1
- e. Established Functional Operations Center; and
- f. Approved and adopted the LDRRM Plan covering the assessment year (guided by the NDRRM Plan)

For CY 2025 onwards, the LGU must have an approved and adopted LDRRM Plan covering the assessment year (guided by the NDRRM Plan) and must be duly reviewed by the reviewing authority.

The National GK Secretariat or National Validation Committee member shall join the Regional Desk Evaluation to ensure compliance with the minimum requirements prior to endorsement and submission to the OCD Central Office for field validation and/or deliberation.

A.4.2 LDRRMCO Major Indicator Scoring System

The weight average grading system of major indicators is as follows:

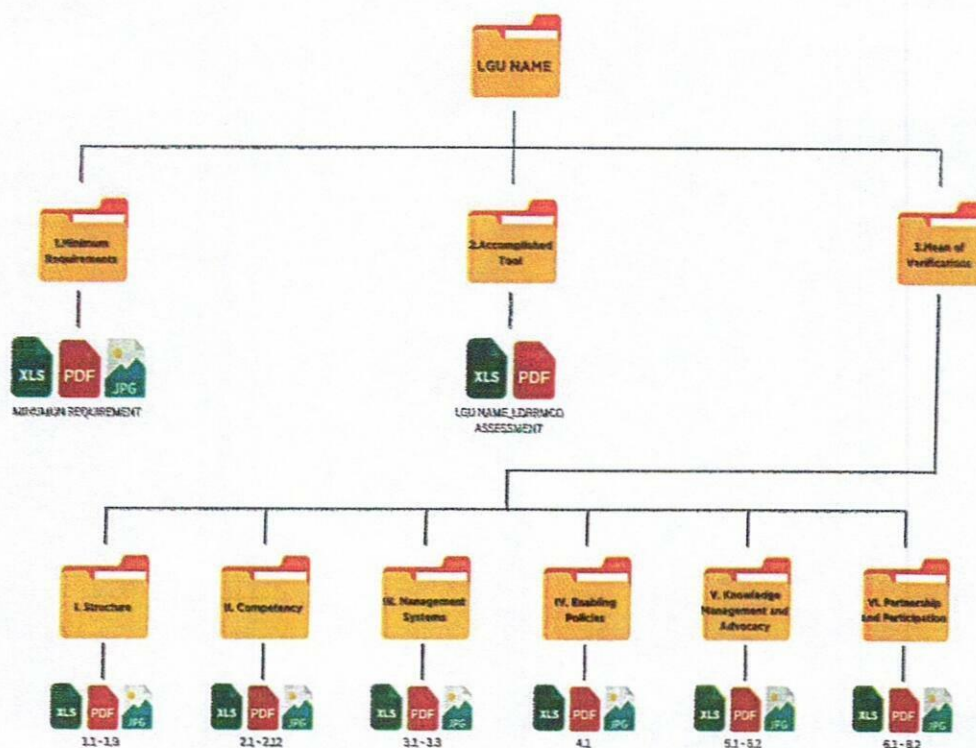
Criteria (No. of Indicators)	Assigned Weight
I. Structure (9)	25%
II. Competency (12)	35%
III. Management System (3)	15%
IV. Enabling Policies (1)	5%
V. Knowledge Management and Advocacy (2)	10%
VI. Partnership and Participation (2)	10%
Weighted Average	100%

A.5 Submission of Accomplishment Report to the National GK Secretariat

All LDRRMCO Assessment Results Documents shall be submitted in electronic copies. Folders of Beyond Compliant and Fully Compliant rated LGUs must be separated from the Partially Compliant and Non-Compliant rated LGUs for databasing purposes

All LGU passers who garnered a rating of Fully Compliant and Beyond Compliant during the Desk Evaluation shall be endorsed to the National GK Secretariat through an RVC Resolution signed by the respective OCD Regional Director.

Documents of the qualified LGUs, such as assessment results, means of verification, separate folder of Minimum Requirements, duly signed and notarized Omnibus Sworn Statement (OSS), and Assessment Report cards duly signed by the RVC Members shall be submitted through the National GK Secretariat in a Hard Drive and via e-mail, in preparation for the National Validation/Deliberation. The folder arrangement is as follows:



File submission must be in PDF (Portable Document Format), Microsoft Word and Excel, and/or Photos. Only submit photos when necessary to convey visual information that cannot be adequately represented in other formats. Ensure high resolution and clarity for better interpretation.

The National GK Secretariat shall screen the submitted endorsement, ensuring the presence of minimum requirements and identify the Top 3 beyond compliant rating LGUs per classification which shall be subjected to National Field Validation.

The National GK Secretariat shall inform the identified top 3 beyond compliant rated LGUs that they shall be subjected to field validation for secondary-level assessment.

The conduct of national field validation adopts a comprehensive method of secondary data review of the Top 3 beyond compliant rated LGUs per Classification out of all the LGUs assessed by the 17 RVCs across the

country, as well as the conduct of field observation of their actual accomplishments.

During the validation, the Validation Team shall be organized with at least three (3) validators composed of (1) National Validation Committee member, (1) OCD Regional GK Focal, and (1) RVC member and shall be grouped according to their designated categories.

However, the assigned one (1) OCD Regional GK Focal shall not assess his/her own LGU, instead, a Regional GK Focal from the other region will join the National Validating Team.

An automatic succession of the next in rank shall be applied for national field validation if the LGU does not meet the top 3 beyond compliant rating, provided further that the field validation will be conducted within the set time frame or schedule.

A.6 Final Deliberation of Awardees and Joint Plenary Session

The National Validating Team will deliberate on the assessment results of the regional desk evaluation and field validation, and shall identify and recognize the Top 1 Beyond Compliant LGU per classification. All scores assigned after the deliberation are deemed final once presented to the NGKC and duly approved by the Chairperson, NDRRMC.

The validating team shall come up with the final list of awardees to be recommended for presentation to the National Gawad KALASAG Committee (NGKC). Thereafter, the NGKC will convene and decide on the final list of awardees to be recommended to the NDRRMC Chairperson, who shall declare the final awardees of the GK National Awards. The National GK shall notify the LGUs on the official result and feedback of assessment through formal communication.

B. Gawad KALASAG (GK) Special Awards

B.1 Joint Orientation on the GK Guidelines and Checklists for the GK Regional Focal Persons, National and Regional Selection Committee

A qualitative approach will be utilized, gathering participants from the various services of the OCD Central Office, Regional Offices, and member agencies.

Specifically, the conduct of Orientation to GK Focal Persons and National Validation and Selection Committee composed of Validators from partner agencies on the new GK Guidelines will employ a classroom or via video-conference discussion wherein the new GK Guidelines and the GK Time and Work Plan for implementation will be presented in plenary.

Thereafter, there will be an open forum where the participants will have the chance to ask questions relevant to the GK procedures.

B.2 Call for Entries

The NDRRMC, through the NGKC, shall issue a Memorandum for the commencement of the GK Seal and Special Awards, disseminate Information, Education, and Communication Materials (IEC) through e-mail and various outlets such as posting of announcements in the OCD and NGKC-member agencies' websites and official social media accounts.

B.3 Regional Selection (Desk Evaluation, Field Validation, and Deliberation)

Applicants at the Regional level for GK Special Awards shall undergo desk evaluation and field validation. Their winning entries, both in hard and soft copies, shall be submitted to the OCD Central Office through the Gawad KALASAG Secretariat using the prescribed template/style guide. **(Annex B: Style Guide)**

The GK Special Recognition for Individual category may also be through nomination from credible institutions or organizations such as Regional and National DRRM Councils, heads of agencies/offices/organizations, local chief executives, etc.

B.4 Desk Evaluation

For the Regional and National Levels, the top three (3) finalists for each category who garnered a score of at least 80% shall be determined through the desk evaluation. The scores of the top three (3) finalists shall then be reset to zero (0) and subjected to field validation. Only the top awardees in each category at the Regional Level shall make it to the National Level selection process.

At the national level, the desk evaluation will adopt a data review or content analysis of the winning entries/top awardees or evidential documents assessed by the 17 regional selection committees.

The results of the desk evaluation shall remain confidential until the NGKC deliberation is completed. Hence, R/NSC shall sign a non-disclosure agreement before the start of the desk evaluation.

B.5 Field Validation

The conduct of field validation adopts a comprehensive method of secondary data review of the winning nominees and field observation of their actual accomplishments.

The R/NSC will be grouped according to their designated categories for validation. After laying down the standards and procedures, the validating team will conduct the field validation.

An automatic succession of the next in rank will be applied for regional/national field validation if the entry did not meet the hurdle rate and/or did not meet the minimum requirements explicitly provided in the

checklist. The field validation for the next in rank will also be conducted within the set time frame or schedule.

B.6 Final Deliberation of Awardees and Joint Plenary Session

For NSC Deliberation of Awardees, the NSC will review and deliberate on the validation and desk evaluation results. With a consensus from the members of the validating team, the NSC shall provide a list of awardees to be recommended for presentation to the NGKC. The NSC will also prepare the citations of the awardees and finalists.

For the plenary, there will be a joint congress of the NGKC and NSC to deliberate on the Results of the validation. Thereafter, the NGKC will convene and decide on the final awardees to be recommended to the NDRRMC Chairperson, who will declare the final awardees of the GK Special Awards.

Official Results with comments and feedback shall be communicated by the National Secretariat to the Regional Offices prior to the endorsement to the NGKC Chairperson and the SND. However, the Regional Office is not allowed to disclose the results of the deliberation.

C. Redress Mechanism

The RDRRMC will serve as a primary Redress Committee for the Gawad KALASAG to address grievances, appeals, and protests arising from the evaluation and validation of submissions and entries. Matters that cannot be resolved at the regional level shall be raised to the national level by the concerned RDRRMC.

Any grievance should be made in writing by the interested parties within fifteen (15) calendar days from receipt of official results (or receipt of the LGU scorecard), citing the grounds of their complaint(s) or appeal.

V. SELECTION COMMITTEES

There shall be two (2) types of selection committees organized: (1) Validation Committee for GK Seal for LDRRMCO Category and (2) Selection Committee for GK Special Awards.

Members of the Regional and National Selection/Validation Committees are designated focal persons from selected Regional and National DRRM Council Member Agencies and partner organizations.

There shall also be a National GK Committee, which will serve as the Steering Committee, composed of selected NDRRMC member agencies and partner organizations.

The NGKC member agencies will be represented by undersecretary-level officials or their equivalent. The NGKC will be officially convened as needs arise with the Civil

Defense Administrator (CDA) and Executive Director, NDRRMC, as the presiding officer in his capacity as the Chairperson of the NGKC. The NGKC meeting will follow a business-type manner, applying parliamentary procedures in which everyone has equal rights and privileges.

The list of member agencies and partners that may compose the committees and their respective roles and responsibilities are provided in *Annex C: Selection Committees*.

V.1 QUALIFICATION OF NATIONAL AND REGIONAL VALIDATION/ SELECTION COMMITTEE

The National and Regional Validation/Selection Committee (N/RVSC) shall be composed of representatives from the NDRRMC member agencies and RDRRMC member agencies, respectively. They should be endorsed by their respective head of the Agency or its duly designated representative.

The National and Regional GK Secretariat may nominate or pre-determine N/RVSC from N/RDRRMC member agencies based on consistent and meritorious participation from previous Gawad KALASAG cycles to ensure continuity and sustainability of Gawad KALASAG processes.

The duly endorsed N/RVSC shall participate in the Orientation on GK Guidelines and Checklists to be qualified to perform the assigned tasks.

VI. UTILIZATION OF GAWAD KALASAG CASH INCENTIVES

The Gawad KALASAG cash incentives for LDRRMCO shall be utilized for the priority programs, activities, and projects (PAPs) of the award institutions/organizations and shall be compliant with the NDRRMC-DILG-DBM Joint Memorandum Circular No. 2013-01 or its subsequent policy issuances such as the 70% allocation for prevention and mitigation, preparedness, response, and rehabilitation and recovery. The winning LGU for GK Seal for LDRRMCO shall sign a Memorandum of Agreement with OCD/NDRRMC through the OCD Regional Office and shall provide an Official Receipt upon the receipt of the cash prize to their respective OCD Regional Office.

Gawad KALASAG cash incentives for Special Awards shall be utilized solely for the implementation of priority PAPs of the awarded government agency/sector/institution/organization, aligning these PAPs with the National Disaster Risk Reduction and Management Plan, National Climate Change Action Plan, Philippine Development Plan, Sendai Framework for Disaster Risk Reduction and Sustainable Development Goals, etc.

VII. OTHER INCENTIVES

The GK Seal for LDRRMCOs shall be one of the primary source of data for the Disaster Preparedness area of the Seal of Good Local Governance (SGLG) subject to additional parameters to be provided by the Council and Good Local Governance (CGLG). Beyond and Fully Compliant LGUs will be considered as initial passers of the Disaster Preparedness area.

Moreover, Fully Compliant and Beyond Compliant LGUs in this particular assessment period shall be prioritized for NDRRM Fund assistance for DRRM projects in their respective localities, subject to existing policies and procedures.

VIII. GAWAD KALASAG NATIONAL AWARDING

In accordance with the commitment to recognize exemplary disaster risk reduction and management (DRRM) efforts at the local level, the NDRRMC, through the OCD Regional Offices, shall organize National awarding ceremonies for their respective Local Government Units (LGUs) that have attained the Fully Compliant and Beyond Compliant ratings during the Desk Evaluation process of GK Seal for LDRRMCOs, as well as the Top 2 and 3 Organizations/Individuals per category for GK Special Awards.

Meanwhile, at the national level, the GK National Awarding Ceremony shall be organized where the following awardees are to be recognized and conferred with plaques of recognition:

CATEGORY	AWARDEES
GK Seal for LDRRMCO	Top 1 Province Top 1 Highly Urbanized City Top 1 Independent Component City Top 1 Component City Top 1 1st to 3rd Class Municipality Top 1 4th to 6th Class Municipality
GK Special Awards	Top 1 Awardee per Category

Cash incentives for special awards shall be claimed by the winners from the concerned OCD regional offices.

The GK Seal for LDRRMCO awardees who have been rated and awarded as beyond compliant LGU for five (5) consecutive years shall be given a Special Recognition Award. Meanwhile, awardees for the GK Special Awards who have won first place at the national level for three (3) consecutive years in the same category shall be given a Hall of Fame Award. The Hall of Fame Awardees may again join only after three (3) years from receipt of said award.

IX. LOGISTICAL AND ADMINISTRATIVE ARRANGEMENTS

IX.A National and Regional Validation

For the RSCs and RVCs, the claim of incidental expenses will be from the sending agency/organization. At the same time, food, transportation, and accommodation will be charged to the funds of OCD Regional Offices.

The National and Regional Selection/Validation Committee members shall receive honoraria amounting to Php 2,000.00 per technical service provided during the Gawad KALASAG major events or activities, such as but not limited to Desk Evaluation, Field Validation, and Deliberations.

All payments shall be in accordance with the existing government accounting and auditing rules and regulations.

IX.B Implementation of Activities

All activities hereunder shall be conducted in accordance with the existing health protocols issued by relevant authorities.

X. UTILIZATION OF LDRRMCO ASSESSMENT RESULTS

Results of the assessment may be provided to and be used by the NDRRMC Member agencies to review the performance of the LGUs in DRRM to serve as a basis in the formulation of the guidelines and policies in disaster resilience in light of the increasing intensity and frequency of hazards in the country. The NDRRMC Member agencies may request the assessment through a letter containing a provision that the information will only be used for its intended purpose.

For the RDRRMCs, the result of the assessment can be used to assess the capacity of LGUs and serve as a basis for providing interventions, technical assistance, and capacity-building activities.

For the LGUs, the result of the assessment can be used to identify the strengths and weaknesses in local DRRM, which they can prioritize in the programming of their local DRRM funds for implementation or enhancement.

XI. TIMELINE OF ACTIVITIES

The timeline of activities is attached as **Annex D**.

XII. AUTHORITY OF CHAIRPERSON, NGKC

The Chairperson, NGKC, shall have the authority to sign and promulgate policies involving the implementation of the Gawad KALASAG for the succeeding sessions. Further, the Chairperson, NGKC, shall facilitate the expedient resolutions of appeals and/or other forms of redress grievances in relation to the selection process.

The Chairperson, NDRRMC, and SND shall have the final approval and declaration of winners duly endorsed by the Chairperson, NGKC.

XIII. REPEALING CLAUSE

The provisions of NDRRMC Memorandum Circular No. 005 s. 2025, "Guidelines for CY 2025 Gawad KALASAG Seal and Special Awards for Excellence in Disaster Risk Reduction and Management and Humanitarian Assistance", and all other issuances inconsistent thereof are hereby repealed.

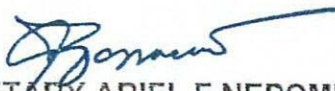
XIV. EFFECTIVITY

This Memorandum Circular shall take effect immediately upon the approval of the Chairperson, NDRRMC, unless revoked or revised.

XV. APPROVAL AND PROMULGATION

These Guidelines on the Gawad KALASAG Seal and Special Awards for Excellence in DRRM and Humanitarian Assistance are hereby approved and thereby promulgated.

For guidance and compliance.


UNDERSECRETARY ARIEL F NEPOMUCENO
Executive Director, NDRRMC and
Civil Defense Administrator







CERTIFICATE OF PARTICIPATION

TO WHOM IT MAY CONCERN:

This is to CERTIFY that the _____ (Province/City/Municipality) has submitted its duly accomplished Local Government Unit (LGU) Self-Assessment Toolkit, its supporting Means of Verifications (MOVs), and notarized Omnibus Sworn Statement for Local DRRM Councils and Offices (LDRRMCs) Category for 25th Gawad KALASAG (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance CY 2025.

Received this _____ day of _____ 2025 at _____ (place of issue) _____.

RECEIVED BY:

OCD GK Regional Secretariat

CERTIFIED BY:

OCD Regional Director

ANNEX B

STYLE GUIDE FOR ENTRIES

1. This style guide applies only for entries for the following categories: Hospitals, Schools, Civil Society Organization (CSO), Volunteer Organization, Peoples' Organization, Private Organization, Government Emergency Management and Response Teams (GEMs), and Special Recognition for Individuals and Organizations.
2. All entries must contain an accurate Table of Contents, indicating the Preliminaries and Criteria including their corresponding pages. All pages except the Table of Contents must indicate their corresponding page numbers. Each criterion shall be tabbed accordingly. Please see attached sample.
3. Introduction shall be limited to the following:
 - a. Brief description or profile of the category
 - b. Brief message and acknowledgments
 - c. Executive Summary
4. All pictures must be colored and in high-definition quality to ensure clarity when expanded. There shall be a minimum of two (2) photo attachments per page if supplemented with captions, or at least three (3) photos when not accompanied with captions.
5. A minimum of two (2) scanned copies of documents per page is required. Unless of utmost importance or relevance that the contents may not be readable when reduced in size, such documents shall be allowed to occupy an entire page.
6. All entries shall be submitted book bound and hardbound in one single document. Consideration shall be made for localities wherein hard binding services are not available. In such case, the OCD Regional Office concerned shall furnish the Gawad KALASAG Secretariat a certification, signed by the Regional Director, to prove the same.
7. The following standards on font type, font size, paper size, paper orientation, line spacing, indents, and the maximum number of pages shall be required for all entries.
 - a. Font type: Times New Roman/Arial
 - b. Font size for the context: 12
 - c. Paper orientation: Portrait
 - d. Paper size: A4
 - e. Line spacing: Single spacing

- f. Indents provided for in the style guide sample format
 - g. Maximum pages: **300** including introduction, annexes, and attachments (NOT back-to-back)
8. The following color coding of entry cover page according to category shall be followed:
- Hospitals: Blue
 - Schools: Green
 - Civil Society Organization: Yellow
 - Peoples' Organization: Orange
 - Volunteer Organization: Violet
 - Private Organization: Pink
 - Government Emergency Management and Response Teams (GEMs): Red
 - Special Recognition and Heroic Act: White
9. The presentation of compliance in different categories shall be clear, concise, and straight to the point. Unnecessary inclusion whether in text or document to an entry is highly discouraged. Annexes shall be limited to the following:
- a. Means of verification
 - b. Relevant photos
 - c. Clearances/ Titles
 - d. Minutes of the Meeting
 - e. MOA/MOU
 - f. Documents that will prove a claim

To facilitate efficient and orderly deliberation and evaluation of all entries, deliberate non-compliance to the aforementioned requirements shall merit disqualification of the entry.

ANNEX C
SELECTION COMMITTEES

1. National Gawad KALASAG Committee (NGKC)

A. Composition

Chairperson	: Office of Civil Defense (OCD) and Executive Director, NDRRMC
Vice-Chairpersons	: Department of Science and Technology (DOST) Department of the Interior and Local Government (DILG) Department of Social Welfare and Development (DSWD) National Economic and Development Authority (NEDA)
Members	: Department of Health (DOH) Department of Education (DepEd) Department of Trade and Industry (DTI) Department of Environment and Natural Resources (DENR) DENR-Mines and Geoscience Bureau (DENR-MGB) Department of Human Settlements and Urban Development (DHSUD) Department of Public Works and Highways (DPWH) DOST-Philippine Institute of Volcanology and Seismology (DOST-PHIVOLCS) DOST- Philippines Atmospheric Geophysical and Astronomical Service Administration (DOST-PAGASA) Climate Change Commission (CCC) Philippine Information Agency (PIA) Disaster Risk Reduction Network Philippines (DRRNet Phils) Philippine National Police (PNP) Armed Forces of the Philippines (AFP) Bureau of Fire Protection (BFP) National Mapping and Resource Information Authority (NAMRIA) National Anti-Poverty Commission (NAPC) Philippine National Volunteer Service Coordinating Agency (PNVSCA) Philippine Red Cross (PRC) Commission on Higher Education (CHED) Coordinating Council of Private Educational Associations of the Philippines (COCOPEA)
Secretariat	: Disaster Preparedness Service, Advocacy Division, Office of Civil Defense

B. Roles and Functions

- i. Provide general direction for the conduct and implementation of the Gawad KALASAG national assessment;
- ii. Recommend to the NDRRMC Chairperson the approval for any amendment/revision of the guidelines.
- iii. Confirm the result of the selection for the different categories; and
- iv. Recommend to the NDRRMC Chairperson the approval of the national awardees of each category.

2. National Validation/Selection Committee as National Validators

A. Composition

- Department of Science and Technology (DOST)

- Department of the Interior and Local Government (DILG)
- Department of Social Welfare and Development (DSWD)
- National Economic and Development Authority (NEDA)
- Department of Health (DOH)
- Department of Public Works and Highways (DPWH)
- Department of Education (DepEd)
- Department of Trade and Industry (DTI)
- Department of Human Settlements and Urban Development (DHSUD)
- Commission on Higher Education (CHED) THRU THE COCOPEA/PAASCU
- Climate Change Commission (CCC)
- Philippine Information Agency (PIA)
- Philippine National Police (PNP)
- Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA)
- Philippine Institute of Volcanology and Seismology (PHIVOLCS)
- Armed Forces of the Philippines (AFP)
- Bureau of Fire Protection (BFP)
- Disaster Risk Reduction Network Philippines (DRRNet Phils)
- National Mapping and Resource Information Authority (NAMRIA)
- Mines and Geosciences Bureau (MGB)
- National Anti-Poverty Commission (NAPC)
- Philippine National Volunteer Service Coordinating Agency (PNVSCA)
- Philippine Commission on Women (PCW)
- Philippine Red Cross (PRC)
- Save the Children Philippines
- Other NDRRMC – member agencies and partners

B. Roles and Functions

- i. Evaluate entries at the National level;
- ii. Field validate the results of the desk evaluation for the different categories;
- iii. Deliberate and prepare validation reports and citations of nominees for all GK Seal for LDRRMCO and GK Special Awards categories national winners;
- iv. Recommend the national winners of each category to the NGKC for the approval of Chairperson, NDRRMC; and
- v. Other roles incidental to the conduct of Gawad KALASAG, such as but not limited to: Lead in the TWG for the revision of GK guidelines, checklists, and guidance notes; recommend improvement of processes to NGKC; and submit reportorial requirements as may be required by the Gawad KALASAG Secretariat, among others.

3. Regional Validation/Selection Committee

A. Regional Validation Committee for LDRRMCO Assessment

Chairperson	: OCD Regional Office (RO) Directors (For BAR, the OCD Regional Director shall serve as the Chairperson)
Members	: Department of Science and Technology (DOST) RO Department of the Interior and Local Government (DILG) RO Department of Social Welfare and Development (DSWD) RO National Economic and Development Authority (NEDA) RO Department of Human Settlements and Urban Development (DHSUD) (RO) Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA)

	Philippine Institute of Volcanology and Seismology (PHIVOLCS) Civil Society Organization Regional Representative BAR counterpart Ministries, Agencies, or Office
Secretariat	: Office of Civil Defense Regional Office

B. Regional Selection Committee for Special Awards (Categories)

Chairperson	: OCD Regional Office (RO) Directors (For BAR, the OCD Regional Director shall serve as the Chairperson)
Vice Chairpersons	: Department of Science and Technology RO (DOST) Department of the Interior and Local Government RO (DILG) or Ministry of the Interior and Local Government (for BARMM) Department of Social Welfare and Development RO (DSWD) National Economic and Development Authority RO (NEDA)
Members	: Department of Health (DOH) RO Department of Education (DepEd) RO Department of Public Works and Highways (DPWH) RO Department of Trade and Industry (DTI) RO Commission on Higher Education (CHED) RO Philippine Information Agency (PIA) RO Civil Society Organization Regional Representative Philippine National Police (PNP) RO Armed Forces of the Philippines (AFP) RO Bureau of Fire Protection (BFP) RO Philippine Red Cross (PRC) BARMM counterpart ministries, agencies, or office
Secretariat	: Office of Civil Defense Regional Office

In case the aforesaid agencies/organizations are not present and unavailable in the Region, the Validation and Selection Committee may opt to change or reorganize the composition of the assessment team, provided that there shall be at least three (3) members in each team.

Whenever necessary, OCD Regional Offices may create additional LDRRMCO Assessment Teams to ensure timely and effective conduct of the LDRRMCO Assessment within their respective jurisdictions. Said teams may be composed of OCD personnel.

6

1. *Journal of the American Medical Association*, 1997; 277: 1039-1043.



REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
CALABARZON

UNITS 301 & 302, MILAN PRESTIGE BLDG., BRGY. HALANG, CALAMBA CITY, LAGUNA



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MEMORANDUM
No. **53** s. 2025

TO : REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL (RDRRMC) CALABARZON MEMBER-AGENCIES

CHAIRPERSONS, PROVINCIAL / CITY / MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS IN THE PROVINCES OF CAVITE, LAGUNA, BATANGAS, RIZAL, AND QUEZON

SUBJECT : REGIONAL ORIENTATION FOR THE GAWAD KALASAG SPECIAL AWARDS FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT AND HUMANITARIAN ASSISTANCE

DATE : 22 APRIL 2025

1. This is in reference to the attached National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 3 s. 2025 dated 11 April 2025 with the subject, "Guidelines for the Gawad KALASAG (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance".
2. In line with this, we are requesting all RDRRMC member agencies and Provincial, City, and Municipal DRRM Councils to widely disseminate the GK Guidelines and likewise enjoin Civil Society Organizations, Hospitals, Schools, and Private Organizations to participate and submit their entries in the GK Special Awards.
3. A **Regional Orientation** for interested stakeholders will be conducted on **02 May 2025 (Friday), 9:00 AM to 2:00 PM** via Zoom platform with the following credentials:

Meeting ID : **810 8000 5086**
Passcode : **GK-CY2025**

Moreover, stakeholders interested to submit their entries are requested to provide the name of their Gawad KALASAG focal persons through this link:
<https://tinyurl.com/25thGKSA-Focals>.

4. For any queries and/or clarifications, you may contact the following Regional GK Focal Persons through email at: calabarzon.gawadkalasag@gmail.com or mobile:

Telephone Nos: (049) 834-4244 / (049) 531-7266 / (049) 531-7279
Mobile Nos: SMART 0908-889-8948 / GLOBE 0917-809-3903 | Email: ocd.rdrmmc4a@yahoo.com / region4a@ocd.gov.ph

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BY: *[Signature]* 4:49 PM

NAME	CONTACT NUMBER
Mr Kelvin John H Reyes	0967-267-1208
Ms Juvy Grace D Abarquez	0992-763-2174
Mr Romnick P Bueno	0992-763-2177
Ms Jeezrel T Maraya	0939-825-6884

For compliance and widest dissemination.


REYAN DERRICK C. MARQUEZ
 Officer-In-Charge, OCD CALABARZON and
 Acting Chairperson, RDRRMC CALABARZON

**REGIONAL ORIENTATION FOR THE 25th GAWAD KALASAG (GK) SPECIAL
AWARDS FOR EXCELLENCE IN DISASTER RISK REDUCTION AND MANAGEMENT
(DRRM) AND HUMANITARIAN ASSISTANCE CY 2024**

02 May 2025 | 9:00 AM
via Zoom

TIME	ACTIVITY
8:00 AM – 9:00 AM	Registration
9:00 AM – 9:15 AM	Preliminaries
9:15 AM – 9:20 AM	Acknowledgement of Participants
9:20 AM – 9:30 AM	Message from the RDRRMC Chairperson
9:30 AM – 10:00 AM	Presentation of the 25 th GK Guidelines
10:00 AM – 10:30 AM	Checklist for Civil Society Organizations <ul style="list-style-type: none"> • Civil Society Organization • Volunteer Organization • People's Organization
10:30 AM – 10:45 AM	Checklist for Government Emergency Management and Response Teams (GEMS) <ul style="list-style-type: none"> • Basic Local GEMS (2nd to 6th Class Municipalities) • Advance Local GEMS (Provinces, Cities, and 1st Class Municipalities)
10:45 AM – 11:45 AM	Checklist for Schools <ul style="list-style-type: none"> • Higher Education Institution • Public Elementary School • Public High School
11:45 AM – 12:00 PM	Checklist for Heroic Act <ul style="list-style-type: none"> • Heroic Act (Individual/Group Living) • Heroic Act (Individual/Group Posthumous)
12:00 PM - 1:00 PM	Lunch Break
1:00 PM – 1:15 PM	Checklist for Special Recognition <ul style="list-style-type: none"> • Individuals • Organizations
1:15 PM – 1:45 PM	Open Forum
1:45 PM – 2:00 PM	Ways Forward / Announcements



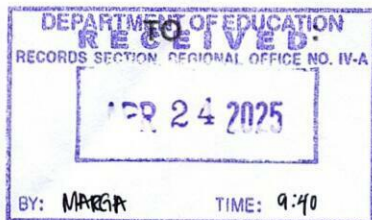
REPUBLIC OF THE PHILIPPINES
REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL
CALABARZON

UNITS 301 & 302, MILAN PRESTIGE BLDG., BRGY. HALANG, CALAMBA CITY, LAGUNA



Records-ILA01-2025-242

MEMORANDUM
No. 54_s. 2025



REGIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL CALABARZON MEMBER-AGENCIES

CHAIRPERSONS, PROVINCIAL / CITY / MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCILS IN THE PROVINCES OF CAVITE, LAGUNA, BATANGAS, RIZAL, AND QUEZON

SUBJECT : COMMENCEMENT AND CALL FOR ENTRIES FOR 25TH GAWAD KALASAG SEAL AND SPECIAL AWARDS FOR DISASTER RISK REDUCTION AND MANAGEMENT AND HUMANITARIAN ASSISTANCE CY 2025

DATE : 22 APRIL 2025

1. Reference is made to the attached National Disaster Risk Reduction and Management Council (NDRRMC) Memorandum Circular No. 3 s. 2025 dated 11 April 2025 with the subject, "Guidelines for the Gawad KALASAG (GK) Seal and Special Awards for Excellence in Disaster Risk Reduction and Management (DRRM) and Humanitarian Assistance".
2. For CY 2025, all Local Government Units (LGU) / Local DRRM Councils (LDRRMC) shall be assessed by the Regional Validation Committee and must comply with the following requirements:
 - a. Established and Organized LDRRMC;
 - b. Membership on non-state stakeholders in the LDRRMCs;
(Mandatory 16 members, 4 Civil Society Organizations and 1 Private Sector)
 - c. Established Local DRRM Office;
 - d. Permanent and functional Local DRRM Officer;
(Compliant to the JMC 2014-1)
 - e. Established / Functional Operations Center; and
 - f. Approved and adopted Local DRRM Plan guided by the NDRRM Plan covering the assessment year.
(For CY 2025 onwards, the LGU must have an approved and adopted LDRRM Plan covering the assessment year (guided by the NDRRM Plan) and must be duly reviewed by the reviewing authority)

However, the absence of any of the minimum requirements shall be disqualified for the GK Seal for LDRRMCO.

Telephone Nos: (049) 834-4244 / (049) 531-7266 / (049) 531-7279
Mobile Nos: SMART 0908-889-8948 / GLOBE 0917-809-3903 | Email: ocd.rdrmc4a@yahoo.com / region4a@ocd.gov.ph

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3. In view of the mandatory assessment of Local DRRM Councils and Offices (LDRRMCOs), all Provinces, Cities, and Municipalities are hereby directed to submit the following documentary requirements:
 - a. Accomplished LDRRMCO Assessment Tool (excel and PDF formats)
 - b. Means of Verification in the prescribed format
 - c. Duly Accomplished and Notarized Omnibus Sworn Statement
4. Soft and/or scanned copies of these documents must be uploaded in a Google Drive folder through a link to be provided by the Regional GK Focal Persons on or before **09 May 2025 (Friday), 5:00 PM.**

Accordingly, the LGUs/LDRRMCs that submitted complete documentary requirements (stated in item 3a-c) on the set deadline shall be issued a Certificate of Participation.

The same documents must be saved in a USB flash drive and submitted to the Office of Civil Defense (OCD) CALABARZON located at Unit 302, 3rd Floor, Milan Prestige Bldg., Brgy. Halang, Calamba City, Laguna, thereafter.

5. In the same manner, the GK Special Awards which will cover major categories as follows:

GK Special Awards for Civil Society Organizations	Volunteer Organizations (Emergency Response)
	People's Organizations
	Civil Society Organizations
GK Special Awards for GEMS	Basic Local Emergency Management and Response Team (GEMs) for 2 nd to 6 th Class Municipalities
	Advance Local Emergency Management and Response Team (GEMs) for Provinces, Cities, and 1 st Class Municipalities
GK Special Awards for Hospitals	National Government Hospitals
	Local Government Hospitals
	Private Hospitals
GK Special Awards for Schools	Higher Education Institution
	Public Elementary Schools
	Public High Schools
GK Special Awards for Private Organizations	Private Organizations (Business/Corporate)
GK Special Recognitions	Heroic Act (Individual/Group Living)
	Heroic Act (Individual/Group Posthumous)
	Special Recognition for Individuals
	Special Recognition for Organizations
Hall of Fame Awardees	Three (3) consecutive years awardees of the GK Special Award Categories shall be recognized as Hall of Fame Awardee

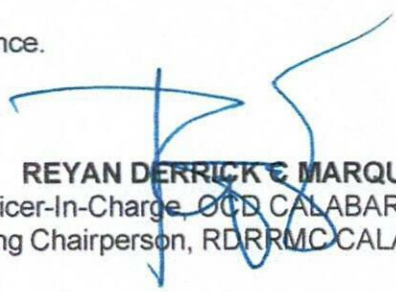
6. Soft and/or scanned copies of the corresponding checklist and means of verifications for the Special Awards entries must be emailed to calabarzon.gawadkalasag@gmail.com on or before **09 May 2025 (Friday), 12:00 PM.**

The hardbound copy of the entries must be in accordance to the prescribed template/style guide and must be sent via courier or hand-carried to OCD CALABARZON thereafter.

7. Further instructions and additional information on the submissions for the GK Seal and Special Awards shall be directly coordinated by the Regional GK Focal Persons.
8. GK reference materials can be accessed through this link: <https://tinyurl.com/OCD4A-GK-CY2025>.
9. For any queries and/or clarifications, you may contact the following Regional GK Focal Persons through mobile:

NAME	CONTACT NUMBER
Mr Kelvin John H Reyes	0967-267-1208
Ms Juvy Grace D Abarquez	0992-763-2174
Mr Romnick P Bueno	0992-763-2177
Ms Jeezrel T Maraya	0939-825-6884

For information, guidance, and compliance.


REYHAN DERRICK E. MARQUEZ
Officer-In-Charge, OCD CALABARZON and
Acting Chairperson, RDRRMC CALABARZON